



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY
TRAINING PROGRAM COORDINATOR
Office of Multicultural Healthcare Equality

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Training Program Coordinator and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

Location: Office of the Commissioner, 410 Capital Avenue, Hartford, CT 06106

Job Posting No: OC-88883

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours)

Salary Range: \$66,213.00* - \$85,597.00 Annual (*NEW State Employees start at minimum salary)

Posting Date: January 12, 2016 **Closing Date:** January 19, 2016

Eligibility Requirement:

Candidates must have applied for and passed the **Training Program Coordinator** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Plans, develops, coordinates and evaluates in-service and other training programs in specific occupational or discipline areas for an agency; establishes and coordinates training calendar for area of accountability; conducts needs assessments; develops training program objectives; provides curriculum development services for particular area of accountability, researching and developing course curricula, outlines and content; selects and develops training methods and materials; researches learning materials and resources; provides direction to subject matter experts utilized within training program and provides train-the-trainer services within program area; monitors and evaluates training program outcomes including instructor performance, participant progress and consumer satisfaction; provides technical assistance and consultation to agency managers and/or staff of organizations which participate in particular training program(s); organizes and maintains up to date training materials for courses within training program and may coordinate distribution of materials to instructors as needed; may provide consultative services to agency managers regarding organization development; performs related duties as required; participate, as requested, in statewide efforts to ensure that quality-of care management systems monitor and include cultural competency as an integral part of defined service outcomes, and as tools to address and reduce healthcare disparities.

Knowledge, Skills and Abilities: Considerable knowledge of principles and techniques of in-service training and staff development; considerable knowledge of educational methods and techniques; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives; ability to utilize computer software; some supervisory ability.

Special Requirement: Incumbent will be required to travel statewide and must have a valid motor vehicle operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:
DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 730-8355
MHAOCHR@ct.gov (Preferred Method)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.